James Calvert Spence College KS2 Acceptable Usage Policy

At James Calvert Spence College we want to ensure that all members of our community are safe and responsible users of technology. We will support pupils to…

- Become responsible and confident digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline
- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

As a Key Stage 2 student you will follow our E-safety Policy (available at www.jcsc.co.uk/policies) and Acceptable usage policy which is:

Safe
- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know and I only click on links if I know they are safe I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult

Trust
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

Responsible
- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I ask my teacher before using my own personal devices/mobile phone
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer if a teacher/technician has allowed me to

Understand
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online
- I know that if I do not follow the school rules then I will be issued with sanctions in line with the behaviour policy

Tell
- If I am aware of anyone being unsafe with technology then I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away

Pupil Acceptable Use Policy Agreement Form

James Calvert Spence College Pupil Acceptable Use Policy - Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP) and E-Safety Policy.

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite
2. I use my own devices in school, when allowed, including mobile phones, gaming devices, and cameras.
3. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email or website.

Name……………………………………………. Signed………………………..

Class………………………… Date……………………..

Parents Name……………………………………….........Parents

Signature…………………………….

Date…………….